

17. OUTSOURCING

STANDARD 17.1

The vendor laboratory performing forensic DNA analysis for entry of DNA data into CODIS shall comply with the Federal Quality Assurance Standards and be accredited in accordance with Federal law.

- 17.1.1 The vendor laboratory performing forensic DNA analysis not originally requested by the Washoe County Sheriff's Office (WCSO) DNA Section and seeking to have the outsourced DNA data entered into CODIS shall obtain documented approval from the WCSO DNA Section's Technical Leader and CODIS Administrator of acceptance of ownership of the DNA data from the vendor laboratory prior to the initiation of DNA analysis for a specific case or set of cases.

STANDARD 17.2

When the WCSO DNA Section uses a vendor laboratory to generate DNA data that will be entered into NDIS, it is required that the vendor laboratory provide documentation of accreditation and compliance with the Federal Quality Assurance Standards. Such documentation shall be maintained with the outsourcing materials.

STANDARD 17.3

The WCSO DNA Section's Technical Leader shall document approval of the technical specifications of the outsourcing agreement before it is awarded.

STANDARD 17.4

The WCSO DNA Section shall not upload or accept DNA data for upload to NDIS from any vendor or agency without the documented prior approval of the technical specifications of the outsourcing agreement by the Technical Leader.

STANDARD 17.5

The WCSO DNA Section follows a procedure for the performance of the technical review of DNA data from a vendor laboratory for which the laboratory has accepted ownership. Refer to the CODIS Procedures Manual for information on the technical review of offender sample data.

- 17.5.1 Prior to the upload of DNA data to SDIS, the technical review of a vendor laboratory's DNA data shall be performed by an analyst or technical reviewer employed by the WCSO who is qualified or previously qualified in the technology, test kit for DNA typing, and platform used to generate the data and participates in the WCSO proficiency testing program.

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17.5.2 The technical review shall include the following elements:

- 17.5.2.1 A review of all DNA types to verify that they are supported by the analyzed data (electropherograms or images).
- 17.5.2.2 A review of all associated controls, internal size standards and allelic ladders to verify that the expected results were obtained.
- 17.5.2.3 A review of the final report (if provided) to verify that the results/conclusions are supported by the data. The report shall address each tested item (or its probative fraction) submitted to the vendor laboratory.
- 17.5.2.4 Verification of the DNA types, eligibility, and the correct specimen category for entry into CODIS will also be performed administratively by a second Biology Unit member.

STANDARD 17.6

When WCSO is accepting ownership of DNA data from a vendor laboratory the following procedure is utilized to verify the integrity of the DNA data received from the vendor laboratory.

- 17.6.1 A documented initial on-site visit, or a review of the FBI coordinated "On-Site Vendor Laboratory Visit Program (OVP)" documentation prior to the vendor laboratory's beginning of casework analysis for the laboratory.
 - 17.6.1.1 Contract extensions, re-awards, and renewals shall not require another "initial" on-site visit or review of the OVP documentation.
- 17.6.2 The on-site visit shall be performed by the DNA Technical Leader or designated employee of the WCSO who is a qualified or previously qualified DNA analyst in the technology, test kit for DNA typing, and platform used by the vendor laboratory. Alternatively, if the OVP documentation is utilized for this purpose, the DNA Technical Leader shall perform this review.
- 17.6.3 If the outsourcing agreement extends beyond one year, an annual on-site visit, or a review of the OVP documentation shall be required. Each annual on-site visit or OVP review shall occur every calendar year and shall be at least 6 months and no more than 18 months apart.

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